



## REQUEST FOR PROPOSALS (RFP) FOR PROFESSIONAL SERVICES

### Pinenut Creek Letter of Map Revision (LOMR) Study in Douglas County

#### 1. Introduction

Carson Water Subconservancy District (CWSD) is seeking professional services for developing detailed hydrologic and hydraulic analyses, and floodplain and floodway mapping for the Pinenut Creek located in Douglas County (see Study Area below). The purpose of this project is to provide more accurate flood data for a portion of the Pine Nut Creek and will result in the development of a LOMR.

**Background:** Douglas County believes an important step in flood hazard mitigation is accurate risk identification. To this end Douglas County has been very active in restudying and remapping various approximate Zone A Floodplains throughout the Carson Valley. There are only a few approximate Zone A Floodplains remaining within Douglas County. Douglas County would like to restudy and remap the Pinenut Creek Area from Jo Lane to approximately Orchard Road to determine base flood elevation and more precise floodplain limits for the area.

**Scope:** Restudy and remap the Flood Zone A portion of Pinenut Creek in Douglas County. The extent of the Zone A is approximately Jo Lane to Orchard Road (see Figure 1). A portion of Pinenut Creek in Douglas County has been mapped within a 100-year Zone A FEMA Floodplain designation based on the original 1980 FEMA FIRM (Panel 105). It is Douglas County's belief, based on other map revisions occurring elsewhere in Carson Valley (Carson River, Sunrise, Buckbrush, Johnson Lane and Airport Washes), that the original 1980 approximate floodplain boundary overestimates the flood risk. This project would use the most current hydraulic methods to develop floodplain and floodway limits and base flood elevations (BFE) for Pinenut Creek and to eliminate the Zone A portion of the floodplains from Pinenut Creek area. The hydrologic information contained in the existing FIS may be accepted for use in the new model. These existing flows plus any contributing will be added to a 2D Model and routed downstream to produce an accurate floodplain limit.

The project would include:

- Develop Topographic Data
- Acquire Base Map
- Perform Floodplain Mapping
- Develop FIRM Database

Not included in this study are:

- Produce Preliminary Map Products
- Distribute Preliminary Map Products
- Post- Preliminary Map Products

Identified tasks include the following:

1. Obtain the current effective data for the community, such as the flood hazard data shown in effective FIS reports and on effective FIRMs, and any other pertinent data.
2. Conduct field surveys and reconnaissance to determine conditions along the floodplain, including obtaining channel and floodplain cross sections, identifying or establishing temporary or permanent bench marks, and obtaining physical dimensions of hydraulic and flood control structures in accordance with FEMA Section 5 Standards.
3. Document proposed source of topographic data, scale, contour, interval source/methodology, vertical and horizontal datums, and comparison of planimetric features with the DFIRM base map.
4. Develop topographic maps and/or DEMs for the flooding sources using new aerial topography data.
5. Perform hydrologic analyses for Pinenut Creek include calculation of peak flood discharge for specified percent-annual-chance storm events using HEC-RAS or Flo-2d.
6. Delineate the 10%, 4%, 2%, 1%, “1% plus”, and 0.2 % annual-chance floodplain and the regulatory floodway boundaries.
7. Provide digital work showing the floodplain and floodway boundaries, cross sections, BFEs, flood insurance risk zone designations, and all applicable base map features.
8. Provide draft DFIRM data prepared in accordance with the requirements in FEMA G&S, along with metadata file complying with the FEMA NFIP Metadata Profile Specifications.
9. Provide summary report that describes and provides the results of:
  - a. all automated or QA/QC review steps taken during the preparation of the DFIRM,
  - b. any backup or supplemental information including supporting calculations and assumptions used in the mapping, and
  - c. summary of analysis methodologies.

10. Prepare digital data for upload to the MIP with metadata file complying with NFIP Metadata Profiles Specifications and submit in Technical Support Data Notebook (TSDN) format.
11. Prepare any FEMA forms (i.e., LOMR) that may be necessary to complete project.
12. Participate and present the project at a Carson River Coalition (CRC) Carson River Corridor Working Group meeting - one (1) meeting is anticipated.
13. Participate and present the project to CWSD Board of Directors.
14. Additional information and requirements can be found in CWSD MAS #9 which is available on CWSD web site, [www.CWSD.org](http://www.CWSD.org).

## **2. Minimum Requirements and Qualifications**

To qualify for consideration:

- 1) Must submit information on at least two (2) successful flood insurance studies of similar size and scope in Western Nevada.
- 2) Demonstrate experience with FEMA processes and requirements, hydrologic and hydraulic analyses, and floodplain modeling and mapping.
- 3) Must show significant experience in GIS- based floodplain mapping.
- 4) Must show ability to provide the following certifications:
  - a. Field Surveys and Topographic Data Development: A Licensed Land Surveyor must provide an accuracy statement for field surveys and/or topographic data used and certify these data meet the Federal Geographic Data Committee National Standards for Spatial Data Accuracy or the American Society for Photogrammetry and Remote Sensing.
  - b. Hydrologic and Hydraulic Analyses and Floodplain Mapping: A Registered Professional Engineer must certify hydrologic and hydraulic analyses and data in accordance with 44 CFR 65.6(f).

## **3. Selection Process**

A selection committee will evaluate the RFPs. The committee will be three (3) to five (5) members and be comprised of staff from CWSD and Douglas County. The committee will select a consultant for contract negotiation based on the following point formula:

- General Information (10%):
  - Provide a general description of the company and/or team that is proposing to provide services, including all sub-consultants.
  - Provide an organizational chart showing key personnel who will be working on the project. For each key person, provide the following information:
    - Percentage of time that each person will be committed to the project
    - Length of time with the firm
    - Applicable professional registrations and education.
- Project Team experience with similar projects in Western Nevada, including experience with FEMA and national flood standards (40%):

- Provide a list of projects on which the project team has had to revise an effective FIRM either by LOMA, LOMR, PMR. For each reference project, please provide the following information:
  - Description of the project, including project name and location
  - Project owner and/or client information
  - Role of the firm, including a description of the services provided
  - Role of each key team member who worked on the reference project and the percentage of time spent by each key team member on said project
  - Approximate dates services were provided
  - Reference information - two (2) contacts including current telephone numbers per project.
- List current workload of project team and indicate ability to start immediately and complete project within specified timeline (20%):
  - Provide a table/list that summarizes the current major assignments of all key team members, percentage of time committed to each assignment, anticipated end date of major assignments, and percentage of time to be committed to this project. Also include a statement as to when the team would be available to start work on this project
- Quality Assurance/Quality Control Plan (15%):
  - Discussion of internal QA/ QC process to guarantee final product will meet FEMA's specifications.
- Innovations proposed to standard HEC-RAS floodplain mapping that produce more accurate maps, faster FEMA review times, or ability to complete the project more rapidly (15%):
  - Identify any technical innovations that may be incorporated and /or innovative approaches that will be used in executing the work. Also, discuss the expertise your firm/team offers and how you propose to use that expertise to the benefit of CWSD and Douglas County to add value to the project

#### **4. Project Timeline**

At the discretion of the committee, additional information and/or oral interviews of the top-rated project teams that are deemed qualified by the committee may be requested. The committee may also select a consultant based solely on the RFP.

Proposals due to CWSD by:	October 15, 2018
Selection Committee will make its recommendations on or before:	October 31, 2018
Proposed approval by CWSD Board of Directors will be at the November Board Meeting	
Project completion no later than:	June 30, 2020

#### **5. Submittal Content**

The proposal shall not exceed 8 one-sided pages addressing the information requested above. Include in the proposal who the Project Manager will be for the firm and provide a list of three

(3) professional references with contact information. Resumes of key personnel, including project manager, and related information and company brochures may be provided as attachments and will not be counted toward the 8-page proposal referenced above.

## **6. Submittal Deadline**

To be considered for selection, please submit two (2) copies of your proposal to the address below by 5:00 p.m. October 15, 2018. Also, please submit a digital copy of your proposal to Edwin James at [edjames@cwsd.org](mailto:edjames@cwsd.org).

Carson Water Subconservancy District  
777 E. William Street, Suite 110A  
Carson City, NV 89701

## **7. Selection and Negotiation with Consultant**

The selection of the most qualified project teams will be based wholly on an evaluation of the submitted RFP. Consultant costs are not to be included with the RFP and will not be a factor in the evaluation of the RFP. Representatives from CWSD and Douglas County will review proposals and select the most qualified consultant. Once the Consultant has been selected CWSD will enter into negotiations with the selected firm regarding fees and contract terms. If CWSD is unsuccessful in negotiating a contract and costs with the best-qualified firm, CWSD may then negotiate with the second or third most qualified firm until a contract is executed or may decide to terminate the selection process.

CWSD reserves the right to reject any or all proposals, to waive any informality or irregularity in any proposal, and shall be the sole judge of the merits of the respective proposal received. CWSD also reserves the right on any publicly advertised selection process to decide whether to select a firm based on the proposal received or whether to hold interviews with the firms CWSD deems best qualified for the project.

## **8. Objection by Unsuccessful Proposer**

Any firm who is not selected by the committee may file a written objection to CWSD. Any objection shall be submitted to CWSD a minimum of five (5) days prior to the CWSD Board of Directors' meeting where action on this RFP will be heard. Any late objection will be rejected.

## **9. Study Area**

The extent of the study area is the Zone A portion of Pinenut Creek in Douglas from approximately Jo Lane to Orchard Road (see Figure 1).

### **Figure 1.**



**Minority and Women own businesses are encouraged to submit proposals**